Please fill out online or print neatly! This authorization supercedes previous applications.

U.S. DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard CG-7421B (Rev. 06-10)	**DIRECT ACCESS USER ACCESS AUTHORIZATION AND PAYMENT APPROVING OFFICIAL (PAO) DESIGNATION**

1. User's Name (Last, First, MI.) (Please print or type)	2. Rank/Rate:	3. Employee ID #

4. Dept ID & Unit Name (Include Staff Symbol)	5. Area Code & Phone Number:	6. e-Mail address:

7. User Role Description (Note: See Chapter 1 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) for an explanation of user roles common to field units). (Include current roles, this authorization supersedes all of your previous authorizations):

☐ **CGSSCMD**--Command User (evals, drills, Airport Terminal, etc.)

☐ **CGEMPREV** -- Employee Review Only (not needed if you have CGSSCMD or CGHRS)

☐ **CGRSVDRL** – Schedule, Edit and Approve Reserve IDT Drills (Only)

☐ **CGRSVMGR** – Create, review, and endorse requests for reserve orders.

☐ **CGAIRTRM**--Airport Terminal Only (Relocation Specialists/Housing Office)

☐ **CGFIELDADM**--Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through your Servicing Personnel Office – Per Pay & Personnel Procedures Manual, PPCINST M1000.2(series), Chap 1.)

☐ **CGGWIS**--Global Workforce Inquiry System (Provides View Only Access to Personal Data)

☐ **CGHRS** -- (SPO) DEPT ID _____ (See Chapter 1 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) for rules)

    ☐ **CGAPPL** – Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. **Cannot be selected with CGHRSUP.**)

☐ **CGHRSUP—(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS)).** (See Chapter 1 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series))

    ☐ **CGSIPDR** (SPO Supervisor/Auditor Access to the EI-PDR via WebNow - also complete form CG-7421D)

PPC (MAS) PAO Designation Approved by (name/signature): _____ Date:_____

☐ **CGMRS** — Medical Readiness System Clinical Access (Med care providers)

☐ **CGTRNOFF** – Electronic Training Request (ETR). Unit ESOs.

☐ **CGFTESO** – Unit Educational Services Officer. Unit ESOs.

☐ **CGSECURN**--Unit Security Manager (View Only)

☐ **CGSECUVW**--Area/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at **202-372-3950** for approval. CG-86 will forward to PPC.

    CG-86 Name/Sign:_____ Date:_____

☐ **CGTRNFAC**--Training Center (TAS Course Sessions)

☐ **CGTRNTQC**--TQC/TAS Course Scheduler

☐ **CGASGN**--CGPSC (epm/opm/rpm) or Distirct/PSSU Reserve Assignment Officer

☐ **CGRSVISC/CGRSVORD**—Reserve Orders Approval/Funding, District (r)/PSSUs only.

☐ Others Not Listed. Please describe (in the space below) what you need to access in Direct-Access.

Revocation:
Direct Access Roles are automatically terminated upon PCS, separation, retirement, reassignment of duties (Fleet-Ups) and change of organization (inter-office transfer).

Users who have been reassigned (PCS, Change of Department IDs) will retain Self-Service access.

The user role termination process is kicked off by submission of a PCS departing endorsement. If the member submits a new access form, and it is processed by PPC before the SPO submits the PCS departing endorsement, the system will terminate the new access. Please be sure to submit transactions in a timely manner.

If Revocation is due to reasons other than those listed above contact PPC Customer Care via on-line trouble-ticket at http://www.uscg.mil/ppc/ccb or http://cgweb.ppc.uscg.mil/ccb/ or via email at PPC-DG-CustomerCare@uscg.mil

8. **Authorizing Official** *(Signature & **Typed or printed** name, Rank, Title (*CO/OIC, XO/XPO or HQ/DCMS/CGPSC/FORCECOM/OPCOM/DIST Branch Chief) *& Phone Number):*
I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) signs as AO.

9 Date:

_____ _____
Signature **AND PRINTED or TYPED** Name,   Rank,   Title,   Area Code & Phone (ext)

Privacy Act Statement

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of identifying individuals requesting access to U. S. Coast Guard (USCG) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

Acknowledgment: I understand that I am authorized to access the Direct Access system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A), which is required for all U.S. Coast Guard AIS users, it contains the full Scope of Authorization and Acknowledgement.)

10. User's Signature:	11. Date:	**Fax to: (785) 339-2297** (fax only page 1, do not fax instructions)

U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-7421B (Rev. 06-10)

Block	Instructions
1	Enter the user's last name, first name and middle initial.
2	Enter the user's Rank (e.g. "CAPT") or Rate (e. g. "YN1") or GS paygrade (e. g. "GS7")
3	Enter the user's employee number. For military personnel, the employee ID number can be found on the member's LES. For civilian personnel, the employee ID number can be found on the unit roster. Any member of the command that already has access to Direct-Access can access the unit roster and locate the civilian employee's employee ID number. Follow these steps to access the unit roster: • Select menu items in the following order: Home > Self Service > Self Service > Self Service for Commands > Use > **Command Information** • The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your sub-department ID number. Enter the department ID number for the unit in the department field. • Click the Search button to continue. • When the Airport Terminal displays click on the [Cg Dept Run] tab. • Choose "Civilian" from the drop-down menu in the Source field. • Click the [Execute] button. The roster section will fill in with the information. Only the first five rows will be displayed. Click the View All link to see the remaining rows. The Employee ID number is shown in the second column.
4	Enter the name of the unit the user is assigned, include the staff symbol if applicable.
5	Enter the user's business phone number, including the area code
6	Enter the user's business e-mail address.
7	Choose the appropriate user role from the list provided. Here's a summary of some of the roles used by field units.

Role	Description
Command User (evals, Airport Terminal, etc.) (CGSSCMD)	Allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), ability to review and approved orders, career intentions worksheets, reserve IDT drills and Employee Review (enlisted evaluations). Select **"Employee Review Only"** if you do not want access to the other Command User functions.

Command User Menus (CGSSCMD)
Home > Develop Workforce > Administer Training > Inquire > Airport Panel
Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee
Home > Develop Workforce > Career Management > Inquire > Separation Summary
Home > Develop Workforce > Career Management > Inquire > Sep Requests by Status
Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments
Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies
Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF
Home > Develop Workforce > Plan Careers > Use > Employee Review
Home > Develop Workforce > Plan Careers > Use > CG Member Info
Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures
Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details
Home > Develop Workforce > Plan Careers > Inquire > Employee Review Summary
Home > Develop Workforce > Plan Careers > Report > Member Counseling Report
Home > Develop Workforce > Plan Successions (GBL) > Setup > CG Role User
Home > Develop Workforce > Plan Successions (GBL) > Setup > Dept Relationships

Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A
Home > Administer Workforce > Administer Workforce > Report > Unit Roster
Home > Administer Workforce > Maintain Travel Orders > Use > Maintain Travel Orders
Home > Administer Workforce > Maintain Travel Orders > Setup > Misc Expense Table
Home > Administer Workforce > Maintain Travel Orders > Setup > Travel Purpose Table
Home > Administer Workforce > Maintain Travel Orders > Setup > Accounting Region Table
Home > Administer Workforce > Maintain Travel Orders > Setup > TONO / Acct Line Setup

Home > Define Business Rules > Manage Human Resources (GBL) > Setup > Department Table
Home > Self Service > Self Service for Commands > Use > Command Information
Home > Self Service > Self Service for Commands > Use > Positions at a Department
Home > Self Service > Self Service for Commands > Use > Separation Requests

Home > Self Service > Manager > Tasks > Schedule Multiple Drills
Home > Self Service > Manager > Tasks > Schedule Drills

Home > PeopleTools > Report Manager > Inquire > Report List
Home > PeopleTools > Query > Search : Query List

Query Name	Description
1 CG_DEPT_ROLE_QRY	Department Role Query
2 CG_GOOD_CONDUCT_QRY	Good Conduct Award Query
3 CG_OFFICER_CNT	Count of Officers Query
4 EMPLOYEE_SALARY__PS_NVISION_	Employee Salary (PS/nVision)
5 PER701__DEPT_TBL	PER701--Dept Tbl

Block	Instructions	
7	**Role**	**Description**

	CGEMPREV -- Employee Review Only (not needed if you have CMD or HRS)	Allow supervisors to initiate, review and approve Employee Reviews. Supervisors (E-6 and above) and Marking Officials. **Note**: Employee Reviews may be initiated using the worksheets (CG-3788a,b or c). A Command User can handle final data entry in CGHRS. It is not necessary for every person in the chain of command to use Direct-Access to complete an employee review.
		
		Use this rule to determine if you should authorize someone at your command Direct-Access to initiate Employee Review's:
		
		If the evaluation was being completed using the old paper-process, would that person's name and signature appear on the form as the supervisor, marking official or approving official?
		
		   If **yes**, the person should be authorized access in Direct-Access.
		   If **no**, the person's input on the evaluation may be captured using the worksheets.

	Employee Review Menus (CGEMPREV): Home > Develop Workforce > Plan Careers > Use > Employee Review Home > Develop Workforce > Plan Careers > Report > Member Counseling Report	
	CGRSVDRL	Allows supervisor to schedule, edit and approve reserve IDT drills (only)
	CGRSVMGR	Allows supervisor to initiate requests for reserve orders on behalf of members who can't access Self-Service and allows the user to review and endorse requests for orders. Home > Self Service > Manager > Tasks > Create Reserve Orders
	CGAIRTRM –Airport Terminal Only	Allows Relocation Specialists and Housing Officers to view arrivals and departures.
	Home > Develop Workforce > Administer Training > Inquire > Airport Panel Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures Home > Develop Workforce > Plan Careers > Inquire > Airport Term Details	
	CGFIELDADM Field Unit Administrator with limited SPO permissions	Allows unit administrative personnel to modify member competencies. Applications must be approved by the servicing SPO and be accompanied by a Memorandum of Understanding (MOU). See Personnel & Pay Procedures Manual, PPCINST M1000.2(series), Chapter 1, for example MOU – http://www.uscg.mil/ppc/3pm.asp
	CGFIELDADM Menus Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Education Home > Develop Workforce > Manage Competencies (GBL) > Use > Licenses and Certificates Home > Develop Workforce > Manage Competencies (GBL) > Use > Memberships Home > Develop Workforce > Manage Competencies (GBL) > Use > Languages Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards Multiple Home > Develop Workforce > Manage Competencies (GBL) > Use > Test Results Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Home > Develop Workforce > Manage Competencies (GBL) > Use > Training Multiple Home > Develop Workforce > Manage Competencies (GBL) > Report > Accomplishments Home > Develop Workforce > Manage Competencies (GBL) > Report > Competencies Home > Develop Workforce > Manage Competencies (GBL) > Report > PDIF Home > Administer Workforce > Administer Workforce > Report > Generate CG-4170A Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary (view only) Home > Compensate Employees > Administer Base Benefits > Use > Life and AD/D Benefits (view only)	

Block	Instructions	
7	**Role**	**Description**

Role	Description
Global Workforce Inq.(CGGWIS)	Allows HR Managers (CO/OIC, XO/XPO, Admin Officer, HQ/CGPSC Staffs) view only access to the database. They can lookup data on a person or a unit. Includes ability to access the Airport Terminal.
CGHRS (SPO ONLY)	Allows SPO staffs access to view and modify a member's Competencies, SGLI Elections, BAH/Dependency Data, and completed other personnel & pay transactions. Also allows access to the Airport Terminal. Enter the department ID in the space provided. Member's department ID must be listed as an SPO on the SPO Contact List at http://cgweb.ppc.uscg.mil/spocontactlist.asp.
CGAPPL	Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. **Cannot be selected with CGHRSUP**.)
CGHRSUP	**CGHRSUP—(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS)).** (See Chapter 1 of the Personnel and Pay Procedures Manual, PPCINST M1000.2(series) for rules) (**Cannot be selected with CGAPPL**.)
CGSIPDR	Access to the EI-PDR for SPO supervisors/auditors (CGHRSUP role required). Also complete form CG-7421D, Imagenow User Access Authorization and select the SPO IPDR user role.
Medical Readiness System (CGMRS)	Used by clinics, Independent Duty HS's to view legacy medical data. CGMRS was discontinued but some users still need to access the old data. Personnel users should choose CGMRSWVR for access to waivers.
CCGTRNOFF	Allows Unit Training Officers to submit electronic training requests and view enrollment information.
CGFTESO	Unit Educational Services Officer. Unit ESOs. Allows user to update test scores (Foreign Language testing results, ASVAB, etc.)
CGSECURN	Allows unit Security Managers view only access to a member's security clearance information.
CGSECUVW	FORCECOM/OPCOM/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at **202-372-3950** for approval. CG-86 will forward to PPC.
CGTRNFAC	Allows **TRACEN** staffs to view course rosters and enter course completions/changes.
CGTRNTQC	Allows **TQC** staff and **HQ** program managers to schedule courses and issue orders.
CGASGN	Allows assignment officers at CGPSC (epm/opm/rpm) or District/PSSU Reserve Assignment Officers to generate shopping lists and issue orders.
CGRSVISC/CGRSVORD	Reserve Orders Approval/Funding. HQs, PSC, District (drx) and PSSUs only.
Other/Not Listed.	If the listed roles do not suit your needs, check "Other" and briefly describe your need for Direct-Access in the space provide.

Block	Instructions
8	Enter the Name, Rank, Title and Phone number of the authorizing official. "By direction" is not authorized for granting Direct-Access. Only the CO/OIC, XO/XPO, or HQ/DCMS/PSC/FORCECOM/OPCOM/DIST Branch Chief may authorize access. Must typed or printed and signed.
9	Enter the date the form was signed by the authorizing official
10	User signs here.
11	Enter the date the form was signed by the user.